

Library Administrative Rules

Adopted by Library Board July 22, 2011

Internet access and computer use

PURPOSE

The mission of the Hillsboro Public Library is to provide materials and services to help community residents of all ages and cultural backgrounds to meet their informational, educational, professional, and recreational needs. The libraries provide access to a variety of information resources, including those available through the Internet. It is the libraries' intent that access to the Internet be provided primarily to serve patrons' research needs.

RULES

1. Librarians reserve the right to interrupt non-research Internet activity so that others may use the stations for research. Be considerate in your use of the Internet. You are in a public place where children may be present.
2. Internet computers will not be used for illegal activity, to access illegal materials, or to access materials which by local community standards would be obscene.
3. Users need to be at least eight years of age to use the Internet stations without close adult supervision since basic reading, writing, typing, and familiarity with computer machinery are necessary for appropriate use of the equipment.
4. In the adult reference areas, the Internet access computers are filtered by default but give the user the option of turning the filter off at the start of the session. Users should be aware that filtering software is far from perfect; it does allow some inappropriate content to pass through and can block appropriate sites from view. In the youth areas, the Internet access computers are filtered all the time, with no option to turn the filter off.
5. Each user is normally limited to 1 hour per day but additional time may be granted if no one is waiting to use a computer station. Computers are available on a first-come, first-serve basis. Reservations are not available.
6. Viewing sexually explicit sites is not permitted.
7. Users must end their session and leave the terminal when asked to do so by Library staff.
8. Users will abide by copyright laws and licensing agreements.
9. Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
10. Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.
11. By mutual agreement, two or more persons may share one access session as long as their behavior and conversation does not disturb other users or library staff and they do not physically block or impede access within the library.
12. Printing costs 10 cents per side printed and applies whether the user brings paper or uses library paper.

13. Selected stations allow users to save documents or personal files to external devices. The computers do not allow users to permanently save to the hard drive. The Library is not responsible for loss of data that may occur when saving documents. Documents are not saved when a computer station times out.
14. The Library reserves the right to block any sites or activities that degrade computer network performance due to intensive use of bandwidth or computing resources.
15. Users shall not install any software on computer equipment, including file transfer programs, file sharing programs and cell phone applications.

Internet Stations in Children's areas

Software designed to filter access to sexually explicit content on the Internet is installed on computers in the children's areas of our buildings. The Board recognizes that filtering software is far from perfect and no filtering system is an absolute guard against objectionable content or a substitute for parental supervision. It is the library's procedure that responsibility for a minor's use of library resources, including the Internet, must rest with the parent or guardian, not with the libraries. Librarians cannot know the maturity of every child nor know every parent's wishes in this area. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

Students (preschool through grade 12) have priority use at all times; however, adults may use the youth area computers during school hours or when no children are waiting to use them.

Wireless Network

The library provides a wireless network at both the Main Library and the Shute Park Branch Library. Patrons may use their own devices to access the Internet through the wireless network. Patrons using the network must comply with the "Procedures of Computer Use in Adult Reference Areas" (see above) except that users are not subject to time restrictions.

The network may not be used to send "spam" email. Users may not make any attempt to cause degradation of system performance or obstruct other people's work by consuming excessive system resources.

Disclaimer

The Internet offers access to many valuable local, national and international sources of information. However, it is important that users realize the Internet is a global entity with a highly diverse user population and information content and that not all sources on the Internet provide accurate, complete or current information. It is up to the user to evaluate the validity of information found. It is also important to note that the libraries cannot completely censor access to materials or protect users from materials they may find offensive.

Users should be aware that it is their responsibility to protect their privacy while sending information via the Internet. Interactions involving personal information such as credit card numbers, home address and phone, etc. should be used with caution.

In order to allow sufficient access to the Library catalog and subscription Internet research sources, some terminals may be restricted to use of Library databases. For library network

security reasons, personally owned computers shall only be connected to the Internet via the public wireless network.

Internet and Software Instruction

In order to serve all patrons' needs, the library reference staff may only be available for limited assistance at the computer terminals. Therefore, users are expected to use software applications and explore the Internet on their own.

Privacy Protection

Users should be aware that library Internet terminals are in a public area and offer little privacy for the individual user. The staff does reserve the right to ask a patron not to access a site that displays images that may be offensive to other library users.

The library avoids collecting or maintaining records that could compromise the privacy of library patrons and will only disclose your records as required to do so by law. Every public access Internet workstation in the library uses software that essentially destroys the content of each user's session at restart.

The Library Bill of Rights and the Internet

The Hillsboro Library Board endorses the American Library Association's document "Access to Electronic Information, Services and Networks: an Interpretation of the Library Bill of Rights."

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/access%20toelectronic.pdf>